

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Utility Superintendent **GR:** 18 **FLSA:** EX **DATE:** 11/04/05

DEPARTMENT: Public Works **DIVISION:** Utilities

REPORTS TO: Utilities Director **APPROVED:** _____ **JOB CODE:** 5051

GENERAL DESCRIPTION:

Under administrative direction, performs technical supervisory and administrative work in directing the operation and maintenance of the water distribution and wastewater collection systems and related equipment. Work requires significant interpretive judgement in variation from established standards and procedures.

TYPICAL DUTIES:

Plans and directs the operation and maintenance of the water distribution and wastewater collection systems and related facilities; prepares/reviews drawings and specifications for proposed projects, vehicles and equipment; prepares schedules of water distribution and wastewater collection systems operation and maintenance; monitors operation and maintenance procedures and tasks; maintains liaison with division superintendents and subordinate supervisors to assure treated water and wastewater meets established standards of quality; prepares payroll; participates in preparation of the water distribution and wastewater collection system budgets and administers the water distribution and wastewater collection system budgets; approves purchases; approves proposed employee work and shift schedules; supervises preparation, analyzing and filing of water distribution and wastewater collection systems reports; supervises and directs the training and the safety programs of the division; investigates accidents and recommends preventive actions; participates in long range planning of water and wastewater systems; administers water quality control programs; receives citizens complaints and takes appropriate action; responds to after hours emergencies; coordinates activities of the water distribution and wastewater collection systems with other divisions, departments and agencies; arranges tours and makes technical presentations to groups; confers with local, state and federal agencies and industrial, consultant and vendor representatives; evaluates personnel performance as required; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Responsible for supervision of 25-30 water distribution and wastewater collection personnel.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to a bachelor degree in sanitary or civil engineering or a related field; four years of experience in a supervisory capacity plus eight years of progressive experience in water distribution and/or wastewater collection systems operations and maintenance or related work; possession of or obtain a Kansas Class III Wastewater Treatment Facility Operator Certificate or Kansas Class III Water Supply System Operator Certificate within three (3) years of appointment; and possession of or obtain a valid Kansas commercial driver's license (CDL) with tanker and air brake endorsements within three (3) months of appointment.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

ESSENTIAL JOB FUNCTIONS (continued):

Properly and effectively plan and direct the activities of the water distribution and wastewater collection systems. (Daily)

Maintain and conduct effective systems and equipment maintenance programs. (Daily)

Prepare and maintain accurate, well organized and effective records, statements and reports. (Daily)

Accurately interpret laws and regulations relating to water quality. (Daily)

Effectively assign and supervise personnel. (Daily)

Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

Establish and enforce safety practices. (Daily)

Apply and maintain knowledge of the current methods, equipment, materials, policies and practices to effectively maintain and operate the water distribution and wastewater collection systems. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 60 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Occasionally operates precision equipment

Manual Dexterity: Occasionally operates precision equipment

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Equipment noise

Hazards: Limited exposure to chemicals

Fumes/Dust/Odors: Frequent exposure to dust, fumes and odors

Infectious Diseases: Moderate exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written records.

Ability to understand and apply mathematical concepts accurately.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, two-way radio, test equipment, computers and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.